



APPROVED

**COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING**

**Curriculum Review Committee Meeting
May 10, 2002
CPOST Headquarters**

In Attendance:

Lt. Pietro DeSantis II, Committee Chairperson
Dr. Paul Bestolarides, Committee Member
Mr. Doug Peterson, Committee Member
Ms. Mary McElhannon, Committee Member
Ms. Shirley Hanes, CDC Parole
Mr. Michael Jaime, CDC Dept. Training Office
Ms. Laurel Alvarez, CPOST
Ms. Maria Correa, YATC

Ms. Sally Morgan, YATC
Ms. Mary Wakefield, YATC
Ms. Helen Kampmann, HCSD
Dr. Deborah Lonergan, HCSD Headquarters
Ms. Vickie Skidmore, YATC
Ms. Allison Malloy, YATC
Mr. Gary Parks, YATC
Ms. Paula French, CPOST
Ms. Merrie M. Wilson, CPOST (Recorder)

Committee Member(s) Absent: None

I. Introductions

The regular monthly meeting of the Curriculum Review Committee was held on Friday, May 10, 2002 at CPOST Headquarters. The Committee Chairperson, Lt. DeSantis, and recorder were present. A quorum being present, the meeting was called to order at 1:10 p.m. Introductions followed.

II. Draft Minutes From Previous Meeting

Lt. DeSantis called for changes/corrections to the minutes of April 12, 2002 meeting. Ms. McElhannon asked for several changes and corrections to be made. Some changes were going to require a review of the meeting tapes.

Dr. Bestolarides moved, and it was seconded, that the minutes of the April 12, 2002 be approved as amended. A vote was taken; the motion passed.

III. Lesson Plan Reviews

Ms. Wilson apologized to Lt. DeSantis, committee members and members of the audience for causing any undue confusion by her error in having posted to the CPOST web page the working

copy of today's agenda and not the true agenda. Ms. Wilson pointed out that copies of the true and correct agenda were provided and on the table.

❖ **CYA Supervisor's Training – Department Mission, Values, and Ethics**

Lt. DeSantis made a motion to disapprove the lesson plan at this time because it does not meet CPOST Standards #1, #4a(4), #4a(8), #4c, #4d, #4f and #6. The motion failed due to lack of a second.

Dr. Bestolarides made a motion, and it was seconded, to review the recommendations on the deficiencies to be raised on the *CYA - Department Mission, Values, and Ethics* lesson plan. A discussion of the lesson plan followed and it was determined that the following issues still needed corrections to meet CPOST Standards.

- To meet CPOST Standard #4a(4), the designers need to provide placeholders for 'date last revised', and 'date CPOST approved'.
- To meet Standard #4a(8), the designers need to provide CPOST with a video for review and to keep in the CPOST library (if it is a non-copyrighted video) or for review at the meeting if it is a copyrighted video. If it is a copyrighted video, CPOST will accept a photocopy of the videotape sleeve with a signed statement from the department verifying that the same video was/will be used for training. Each department must maintain a library of all copyrighted videos submitted to CPOST as part of the Curriculum Review process.
- To meet CPOST Standard #4c, Objectives 1, 3, 4, 5, and 6 do not contain a criterion; the designers need to include a statement of performance, a description of important conditions, if any, and the criterion of acceptable performance, leaving little room for interpretation.
- To meet CPOST Standard #4f, the designers need to set criterion for the Objectives listed above and ensure the performance measures align with them.

Lt. DeSantis made a motion, and it was seconded, to recommend Disapproval. A vote was taken on the motion and the motion passed.

❖ **CYA – Management of Stress**

Dr. Bestolarides moved, and it was seconded, to review the recommendations on the deficiencies to be raised on the *CYA – Management of Stress* lesson plan. A vote was taken and passed. A discussion of the lesson plan followed and it was determined that the following issues were still needed to meet CPOST Standards.

- To meet CPOST Standard #4b, the designers must include instructional goals that are related to job performance. An objection was raised to the use of the adverbs "timely", "most appropriate", "effectively", "least disruptive", "appropriately", used in several of the goals.
- To meet CPOST Standard #4c, the designers need to clearly specify what performance the learner is expected to be able to do and/or produce, and include a criterion on how well the learner must perform to be considered competent.

- To meet CPOST Standard 4d, the designers need to assure that content and instructional activities that are aligned with learning goals and objectives.
- To meet CPOST Standard 4f, the designers must establish performance measures that are used to assess whether learning objectives have actually been accomplished as a result of instruction.

Lt. DeSantis made a motion, and it was seconded, to recommend Disapproval. A vote was taken and the motion passed.

❖ **CDC – Basic Supervision: Ethics and Values**

Dr. Bestolarides moved, and it was seconded, to review the recommendations on the deficiencies to be raised on the *CDC – Basic Supervision: Ethics and Values* lesson plan. A vote was taken, and it passed. A discussion of the lesson plan followed and it was determined that the following issues were still needed to meet CPOST Standards.

- To meet CPOST Standard #2, the designers must identify any skills a participant must already possess or the minimum education; experience or training the participant must have previously completed in order to benefit from the course.
- To meet CPOST Standard #4a(6), the designers must include the recommended maximum participants. To meet Standard #4a(7), the designers must include the number of instructional staff recommended to effectively and safely present the lesson, i.e., instructors, coordinators, safety officers, role players, evaluators, etc.
- To meet CPOST Standard #4b, the designers need to include a statement that describes what it is a student will be able to do upon completion of the lesson. Every goal should have as its outcome a behavior that can be readily observed and evaluated as evidence of whether the skill has been acquired.
- To meet CPOST Standard #4c, the designers must include a statement of performance, a description of important conditions, if any, and the criterion of acceptable performance.
- To meet CPOST Standard #4d, the designers must assure that the content and instructional activities are aligned with instructional goals and objectives, must directly relate to the instructional goals and objectives and ensure all required information is provided.
- To meet CPOST Standard #4f, the designers must insure that performance measures are used to assess whether learning objectives have actually been accomplished as a result of instruction.
- To meet CPOST Standard #5, the designers must assure that all course curricula will include provisions to ensure safety. The designers must include specific rules and procedures of implementation to minimize the risk of injury to students/instructional staff. The designers should also establish an emergency protocol in the event injury occurs.

Lt. DeSantis made a motion, and it was seconded, to recommend Disapproval. A vote was taken and the motion passed.

❖ **CDC HCSD – Mental Health Services Delivery System, Modules I-IV (BCOA Version)**

Dr. Bestolarides moved to review the recommendations on the deficiencies to be raised on the *CDC HCSD – Mental Health Services Delivery System, Modules I-IV (BCOA Version)* lesson

plan. Lt. DeSantis seconded the motion. A vote was taken; motion passed. A discussion of the lesson plan followed and it was determined that the following issues were still needed to meet CPOST Standards.

- To meet CPOST Standard #4a(4), the designers need to provide placeholders for 'date prepared', 'date last revised', and 'date CPOST approved'.
- To meet CPOST Standard #4c, the designers need to strike the adverbs 'appropriate' and 'important' from Objectives 3, 4 and 5 of the Heat Related Pathologies modules. In the Recognizing Signs and Symptoms of Mental Disorders module, Objective 4, the designers need to strike the word 'should', and in Crisis Intervention and Suicide Prevention module, Objective 10, the designers need to strike the word 'key'.
- To meet CPOST Standard #4d, pages 1 and 3 of the Mental Health Services Delivery System, Objective 3 does not align with the cover. On page 1, Recognizing Signs and Symptoms of Mental Disorders module, Objective 4 does not align with the cover, and Crisis Intervention and Suicide Prevention module, page one, Objective 5 does not align with the cover.
- To meet CPOST Standard #4f, the designers need to reconstruct Test Questions #3, 4, and 6, to have the participants identify the four goals instead of the exceptions. The designers need to construct Test Question #9 differently as it actually gives participants the answer, have similar answers or have distracter have the word 'outpatient' in it. Test Question #13, answers should all be similar and in order. Test Question #16, answer "b" does not directly align with page 12 in the lesson plan. Test Question #17, 'except' must be stricken, and what is in the lesson plan is much more detailed than what is in the answers, so they do not align with the lesson plan. Test Questions #20, 21, 22, and 23, "Stage 1, 2, and 3" should be the answers, along with a distracter "Stage 4" and then you are going to have #21 the inside "temperature of," etc. Test Questions #28, last item "public stigma" was not found in the lesson plan where the participants are being taught about public stigma. Test Question #29, the word 'except' needs to be stricken. Test Question #30, could not find anywhere in lesson plan about "the inmate who denies responsibility for a long history of documented criminal behavior" etc., as far as fitting an anti-social personality. Test Question #31, "except" needs to be stricken. Test Questions #32-34 need to be reconstructed to reflect correct answers. Test Question #35, "the mental crisis is best described as a psychological breakdown," does not align with the lesson plan.
- To meet CPOST Standard #6, On the cover, Instructor qualifications, it says, "The primary instructor must be a Healthcare professional, a psychiatrist, psychologist, licensed clinical social worker or a registered psychiatric nurse," but in some of the lesson plans it states that a Sergeant is going to teach it, but Sergeant is not listed anywhere as a qualification unless there are Sergeants who are healthcare professionals teaching this portion. They are listed under the Assistant Instructors. The designers need to include a description of recommended and/or required instructor qualifications/certificates to present the course.

Lt. DeSantis made a motion, and it was seconded, to recommend Provisional Approval. A vote was taken and the motion passed

❖ **CDC P&CSD – California Legislative Process and Update**

Dr. Bestolarides moved to review the recommendations on the deficiencies to be raised on the CDC P&CSD – California Legislative Process and Update lesson plan. Lt. DeSantis seconded

the motion. A vote was taken; motion passed. A discussion of the lesson plan followed and it was determined that the following issues were still needed to meet CPOST Standards.

Dr. Bestolarides stated that besides minor clerical issues, he had questions on Performance Objectives #6 and 9; he could not find them in the body of the lesson plan. On page 4, where it lists Objective #1, Objective #6 should be listed. It was determined that it is both. Dr. Bestolarides also stated on the Evaluation Process #4, that he could not find a student evaluation form. Ms. Hanes stated that it was on file.

- To meet CPOST Standard #4f, the designers need to ensure that Objective #9 is deleted as it is exactly the same as Objective #5, clerical corrections are made, and that the performance measures assess whether learning objectives have been accomplished. Test Question #2 needs to be reconstructed to eliminate “Appropriations Committee” from being stated twice thus giving the participant the correct answer to the question.

Lt. DeSantis made a motion, and it was seconded, to recommend Provisional Approval. A vote was taken and the motion passed

❖ **CDC P&CSD – Sexually Violent Predators: Law, Policy, and Procedures**

Dr. Bestolarides moved to review the recommendations on the deficiencies to be raised on the *CDC P&CSD – Sexually Violent Predators: Law, Policy, and Procedures* lesson plan. Lt. DeSantis seconded the motion. A vote was taken; motion passed. A discussion of the lesson plan followed and it was determined that the following issues were needed to meet CPOST Standards.

Dr. Bestolarides stated that besides some minor clerical corrections, Test Question #6, distracter ‘b’ should have a 289a in parenthesis.

- To meet CPOST Standard #1, the cover page needs to identify this lesson plan for the Parole Academy and 7(K).
- To meet CPOST Standard #4f, Test Question #3 and Objective #3, the criterion needs to align.

Lt. DeSantis made a motion, and it was seconded, to recommend Provisional Approval. A vote was taken and the motion passed

IV. Corrected Copies

❖ **CDC – Electrified Fence Certification**

Dr. Bestolarides indicated that this lesson plan would be resubmitted at another time withdrew this lesson plan from review.

V. Other Business

- ❖ Youth Authority Supervisors Training Testing Protocol

Dr. Bestolarides made the motion to review the Youth Authority's testing protocol for basic supervisors. Lt. DeSantis seconded the motion. A vote was taken; motion passed.

Ms. McElhannon asked to submit changes in the proposed protocol for review during the meeting. She provided the committee members with a copy of the old draft and the revisions. Dr. Bestolarides identified clerical corrections that needed to be made. Lt. DeSantis identified the procedure needed to include practice in the subject matter.

Lt. DeSantis made a motion, and it was seconded, to recommend Provisional Approval. A vote was taken and the motion passed.

❖ Information Requests from CPOST

- A special meeting of the Curriculum Review Committee was scheduled for 9:00 a.m., Wednesday, June 5, 2002 to discuss the following topics:
 - Making corrections/changes to lesson plans at the meeting table instead of taking them back, making changes, and resubmitting them,
 - Review and possible modification of Approval Levels -- Provisional, Full, Disapproval.
 - Establishment of test standards, and,
 - Review and possible modification to the Curriculum Standards.
- The regularly scheduled meeting of the Curriculum Review Committee Meeting to be held Friday, June 7, 2002 was rescheduled to 9:00 a.m., Thursday, June 6, 2002.
- The lesson plan submission deadline was rescheduled for 1:00 p.m., Tuesday, May 21, 2002 from the original date of Wednesday, May 22, 2002 at 1:00 p.m.

Lt. DeSantis called for any other business, and Ms. McElhannon requested that they receive a copy of Lt. DeSantis' report to the commission before the commission meetings.

Mr. Jaime asked at what point were the approved minutes posted to the web page. Lt. DeSantis stated that as soon as the changes/corrections have been made, the minutes are forwarded to Kristin, and she posted them to the web page.

VI. Adjournment

Lt. DeSantis adjourned the meeting at 4:35 p.m. The next committee meeting will be at 9:00 a.m. on Thursday, June 6, 2002.

/s/

Merrie M. Wilson
Office Technician, CPOST
Committee Secretary/Recorder